

JOB OPPORTUNITY

Job Opportunity Bulletin: #05-236

Final Filing Date: Until Filled

Position:	Salary:	Location:
Office Technician (Typing)	\$2,510 - \$3,050	Office of Statewide Health Planning and Development Facilities Development Division 700 Alameda Street, Suite 2-500 Los Angeles, CA 90012
Office Technician (General)	\$2,465 - \$2,998	
Office Assistant (Typing)	Rg. A - \$2,003 - \$2,435	
(3 positions)	Rg. B - \$2,172 - \$2,641	

General Statement:

Under the direct supervision of the Supervisor, Health Facilities Review (Sup, HFR) with lead direction from Regional Compliance Officer (RCO) and regional architects. The incumbent provides support for a specific geographic region.

Duties:

- Provide clerical support to the Sup HFR, RCO and regional architects.
- Attend meetings as needed to record meeting minutes, transcribes and disseminates minutes.
- Maintain confidential and administrative files.
- Maintain the Sup HFR and RCO calendar.
- Secure all travel arrangements for the Sup HFR and RCO and maintain expense claims and records using CALaters.
- Screen and refer incoming calls.
- Screen incoming correspondence and refer for appropriate action.
- Assists the Sup HFR and RCO in the preparation of quarterly briefing materials, PowerPoint presentations for seminars and public meetings/speeches, etc.
- Prepare confidential and highly sensitive memos, reports, and correspondence for the Sup HFR and RCO signature, responding to written or verbal inquiries, regarding various issues.
- Edit correspondence for grammar, spelling and clarity.
- File, update and maintain regional code books.

Desirable Qualifications:

- Good working knowledge of personal computers and software, including Microsoft Office Suite.
- Must be dependable, punctual, and possess good attendance habits.
- Excellent spelling, grammar, filing, and organization skills.
- Ability to communicate tactfully and effectively and work cooperatively with others.
- Sound judgment and discretion in communicating with management staff, support staff, and the public.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.

OSHDP

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450

Sacramento, CA 95814

— An Equal Opportunity Employer

Interested individuals should submit a resume and a standard State application, Form #678 to:

OSHDP - Facilities Development Division

Attention: Kerri Blunt (**JOB #05-236**)

1600 Ninth Street, Room 420

Sacramento, CA 95814

For more information contact Ramin Sadr at (213) 897-6890.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

